

---

---

# Government Purchase Card NEWSLETTER

Directorate of Contracting, Fort Riley, Kansas

---

JULY 2003

#04-03

---

## IN THIS ISSUE:

- C.A.R.E. INFORMATION
- FREQUENTLY ASKED QUESTION
- REMINDERS - IMPORTANT INFORMATION
- REMAINING FY03 GPC CREDIT CARD CLASS DATES
- CREDIT CARD POINTS OF CONTACT

---

## C.A.R.E. US BANK ON-LINE INFORMATION (REFERENCE ONLY)

Log into Care <https://care.usbank.com>, click on E-SERVICES (at the top of the page) that will open to the web based training site. When prompted, enter the following in lower case:

User Name: usbank

Password: understand (effective 6 June 03)

---

## FREQUENTLY ASKED QUESTION

QUESTION: Please provide a good definition of a split purchase.

ANSWER: You need to consider that the "requirement" is the quantity known at the time of the buy. If an individual purchases as [s] he becomes aware of a requirement, the requirement is each. If the person consolidates purchases and buys once a day, the requirement becomes what was received during the day.

If an individual has historically purchased as things became known to them, even if they have the same thing ordered twice in one day from the same vendor, that does not have to be splitting. Splitting is the "intentional" breaking down of a known

requirement to stay within a threshold (i.e. the \$2,500 micro-purchase threshold) or to avoid having to send the requirement to the contracting officer.

---

REMINDER - IMPORTANT INFORMATION

- Government cardholders are tax-exempt. Cardholders cannot dispute taxes or shipping so make sure the vendor does not charge taxes. If you need a tax-exempt letter from GSA use the link below, print the letter and fax it to the requesting vendor. You can also call the bank with the vendor's fax number and they will send the appropriate state tax letter.  
[http://www.gsa.gov/Portal/content/offerings\\_content.jsp?contentOID=119306&contentType=1004](http://www.gsa.gov/Portal/content/offerings_content.jsp?contentOID=119306&contentType=1004)
- All cardholders must use the MANDATORY Transaction Management Log properly. We continue to check all accounts and will e-mail the Billing Official if we find cardholders are not entering their purchases into the Transaction Log and not reconciling properly. The CARE MANUAL gives detailed information on LOG DETAIL documentation and reconciliation. Remember we are here to help all Billing Officials and Cardholders use Transaction Management properly. Proper entry and reconciliation gives visibility to many who might have questions about purchases. Be sure to detail purchase in the comment section. Office supplies do not have to be entered separately; just reference office supplies see receipt. Billing Officials even though you do not have charges you MUST certify your rebates. Rebates will be issued on your July bill for the last quarter.
- Billing Officials even though you do not have charges you MUST certify your rebates. Rebates will be issued on your July bill for the last quarter.
- Starting October 2003 GPC classes will be held every month at DOC, Bldg 802 the second Tuesday of the month from 0800-1200.

---

REMAINING FY03 GPC CLASS DATES - BLDG 319 - 0800-1200

JULY 15

SEPTEMBER 16

A memo (format is available on the Ft. Riley Intranet under DOC then GPC information) must be submitted PRIOR TO CLASS. Memo must first be routed through your budget office either by e-

mail, mail or distribution for each individual attending. The budget offices will then forward to DOC.

Prior to attending the 4-hour classroom instruction attendees must take a 4 hour on-line tutorial and fax us a copy of their certificate. We must have a copy of your certificate before you can attend the classroom training. Fax the certificate to 239-3085.

The online web site is [http://clc.dau.mil/kc/no\\_login/portal.asp](http://clc.dau.mil/kc/no_login/portal.asp) this will be your first visit, so you will need to register and establish your login and password.

1. Register and establish your login and password
2. Once registered, log in and click on the "Learning Center" button.
3. Click "Course Information and Access".
4. Under self-paced modules scroll down to DOD GOVERNMENT PURCHASE CARD TUTORIAL and begin.
5. You must take the "Post Test" before you will be able to print your certificate.

---

#### CURRENT GPC POC'S

##### \* MANDATORY APPROVAL PRIOR TO PURCHASE

\* DOIM - 239-3646 (ADP, RADIOS AND PAGERS)  
DOL DINING FACILITIES - JULIUS THOMAS - 239-1427  
DOL SUPPLY, BLDG 7836 - THELL ROBINSON/CINDY GALLANT - 239-1909  
\* ICPBO, BLDG 229 WEST - DOREEN BURNETT - 239-3554  
MWF UNIT FUNDS - 239-8990  
\* PRINT PLANT, BLDG 263 - GARY MARSTON - 239-2532 (mandatory source)  
\* PW, BLDG 330 - JOHN MCGEE, 239-8478 (building material/renovation)  
SJA, BLDG 200 - KEVIN LACHANCE - 239-3644  
\* TSC, BLDG 8388 - GEORGE EADS - 239-1492 (all training equipment)  
TRANSPORTATION, BLDG 1502 - ANDY ATCHISON - 239-3441 (FEDEX/UPS)  
\* DES, BLDG 1020 - JEROLD SPOHN - 239-2006 (pesticides/pest control services)

---

Billing Officials MUST provide these newsletters to all cardholders for their information and files.

Comments and suggested changes to this newsletter are welcome.  
Contact Barbara Rawlings, Agency Program Coordinator,  
[Barbara.Rawlings@riley.army.mil](mailto:Barbara.Rawlings@riley.army.mil) 239-6014 or Mary Roehm,  
Alternate Agency Program Coordinator [Mary.Roehm@riley.army.mil](mailto:Mary.Roehm@riley.army.mil)  
239-0459.

NAF POC  
POC Helga Jacks, NAF Agency Program Coordinator,  
[Helga.Jacks@riley.army.mil](mailto:Helga.Jacks@riley.army.mil)  
239-0466